



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

## 6-3 TRAFFIC SECTION

### Policy Index

- 6-3-1 [Purpose](#)
- 6-3-2 [Mission, Goals and Objectives](#)
- 6-3-3 [Performance Measures](#)
- 6-3-4 [Duties and Responsibilities](#)
- 6-3-5 [Traffic Section Squads](#)
- 6-3-6 [Traffic Safety Unit](#)
- 6-3-7 [Section Vehicles](#)
- 6-3-8 [Training](#)
- 6-3-9 [Bid, Cross Training and Transfer](#)
- 6-3-10 [Traffic Enforcement](#)
- 6-3-11 [Commercial Motor Vehicle Enforcement](#)
- 6-3-12 [Crash Investigation](#)
- 6-3-13 [Special Events Detail/Escorts](#)

### 6-3-1 Purpose

The purpose of this policy is to outline the goals, objectives, procedures, and responsibilities of the Traffic Section of the Department.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

### 6-3-2 Mission, Goals, and Objectives

The Traffic Section's Mission is to provide expertise, direct action, and active support in the areas of crash investigation, traffic enforcement, and special event management. We will combine this with participation in community programs promoting driver safety and public awareness. Our objective is, above all, to provide the highest possible service to the citizens of our community.

A. The goals and objectives of the Traffic Section are:

1. The Traffic Section will operate as a team. Cross training and career development will be the key to this.
2. The Traffic Section will endeavor, in every function, to enhance the quality of life in our city.
3. The members of the section will work to develop effective partnerships with the citizens of our city, other units and other agencies through routine work activities and special events.
4. Members of the section will be expected to maintain the highest levels of professionalism. The quality of their efforts and the positive message to the community displayed by their hard work and commitment to saving lives will be the example for all others to follow.
5. Members of the section will regularly evaluate their service to the community and the positive outcomes from their citizen contacts. They are expected to make positive corrections on their own as needed.
6. Members of the section will execute their mission of crash prevention and investigation safely and expeditiously, in order to return patrol units to their other policing responsibilities.
7. Traffic Section employees will exercise their authority to identify and solve problems that are within their power and scope and make adjustments as is needed and feasible.
8. The Traffic Section will seek to empower its employees to execute the mission of department through problem oriented policing while adhering to the highest ethical and moral standards.



### 6-3-3 Performance Measures

#### A. General Performance Measures:

These measures were developed with the assistance of the Police Traffic Services PTS Performance Measures, Volume I and II, as developed by Northwestern University, Traffic Institute, for the National Highway Traffic Safety Administration (NHTSA). These measures are recommended by the NHTSA Highway Safety Desk Book for the development of traffic officer standards as part of community policing. The criteria below are the measures to be used to determine the effectiveness of this Section.

#### B. Section Criteria:

##### 1. Objective 1:

Minimize vehicular and pedestrian crashes and fatalities, the severity of related injuries and the amount of related damage through uniform, consistent, and aggressive enforcement.

Measures:

Total number of crashes by type for a set time period. The number of citations issued by the agency within a set time period.

##### 2. Objective 2:

Increase the identification and apprehension of drivers leaving the scene of traffic crashes.

Measure:

Percentage of hit and run crashes by type in which the offender is identified.

##### 3. Objective 3:

Maximize the feedback and use of information gained regarding crash patterns, contributing factors and crash investigation principles and procedures.

Measure:

The reduction of crashes within a set time period at specific problem locations.

##### 4. Objective 4:

Maximize the presence of personnel and equipment at locations and times conducive to enhancing traffic safety and flow.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

Measure:

The number of hours of traffic unit patrol time divided by the number of traffic citations for traffic violations.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-4 Duties & Responsibilities**

A. Commander

The Traffic Division Commander has overall responsibility for the Section's goals, responsibilities, safety, training, discipline, and morale.

B. Lieutenant

The Lieutenant is responsible for the following:

1. Assigned supervisors and squads.
2. Development and implementation of enforcement programs specifically designed toward:
  - a. Crash Reduction.
  - b. Expediting the flow of traffic.
  - c. Securing citizen compliance with traffic laws.
3. Evaluation of all special events, escorts and dignitary protection assignments.
4. Deployment of personnel within the section
  - a. The lieutenant shall have the authority to assign and transfer personnel within the section as needed to accomplish the goals of the section.
  - b. The lieutenant shall have the authority to assign officers within the city as needed to accomplish the goals of the section.
5. Is responsible for the supervision of administrative staff at the Traffic Substation.

C. Sergeant

All sergeants within the division are responsible for the following:

1. Incorporate the Department's Mission and Values in the development of the unit's goals and objectives.
2. Strive for personal and professional excellence as a means of keeping current on relevant issues and administering the public's business with professional competence, efficiency, and effectiveness.
3. Ensure that all personnel actions comply with the provisions of the Merit System Ordinance, Employee Relations Ordinance, Personnel Rules and Regulations, applicable legislation and relevant judicial/administrative decisions.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

4. Develop, implement and conduct a performance evaluation program for newly assigned officers to include final recommendation for permanent assignment.
  5. Conduct performance observation of unit members.
  6. Ensure unit members are properly trained.
- D. All Traffic Section Sergeants will have the following additional duty:
1. Fatal Coordinator:
    - Ensure that an effective on-call program is maintained.
    - Ensure that all traffic officers are properly trained in fatal crash investigation and are maintaining their proficiency through investigation of crashes.
    - Assign fatal crash numbers to all fatal crashes that occur in the City of Albuquerque.
    - Upon request, provide officers with assistance in the area of fatal crash investigations.
    - Review all fatal crash reports to ensure that they are complete, contain all necessary facts, and follow proper format.
    - Maintain a record of all fatal and serious injury crashes.
    - Ensure that all fatal and serious injury crashes are completed in a timely manner.
    - Maintain a close working relationship with the Traffic Analyst to ensure that fatal crash causation factors are recorded and corrective measures are implemented.
- E. Officers
- All Officers within this section will have the following duties and responsibilities:
1. Survey the jurisdiction for evidence of traffic law violations and hazardous conditions and upon observing these violations takes necessary enforcement action.
  2. Investigate crashes and issues citations.
  3. Arrest persons suspected of committing crimes, violating ordinances or statutes, and driving while under the influence of alcohol or drugs.
  4. When assigned to details (parades, traffic control, etc.), officers will report to the specified location at the assigned time. The officers will remain at the assigned location until either relieved; the detail is completed, or advised by a supervisor.
  5. Prepares written reports of events on shift and prepares a daily activity report. Submits all reports at the end of each shift to the squad sergeant and the daily activity report at the end of the work month.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

6. Responsible for the security and calibration checks of all assigned radar or other equipment.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-5 Traffic Section Squads**

- A. Motor officers will focus their efforts towards violators determined to be the primary cause of traffic crashes in their assigned squad areas, and will deploy counter measures determined to be the most effective for the special enforcement problems involved.
- B. Motor officers are responsible for:
1. Attending all unit training. Failure to attend mandatory monthly training may result in loss of motorcycle use privileges and hazardous duty pay.
  2. Motor Officers will ensure that their motorcycle is in good running condition at all times. Any motorcycle in need of repair shall be taken to the department contracted repair shop to have repair completed without delay.
  3. Motor officers will be responsible for the appearance of their assigned vehicle.
    - a. Motorcycles will be cleaned and waxed at all times.
    - b. A garage or shed completely enclosed shall be used to shelter the vehicle from weather and vandalism.
  4. Motor officers are responsible for their personal appearance. More so than any other officers on the department, it is critical that motor officers maintain the highest levels of personal appearance. Motor officer uniforms and boots are always in full view. Boots will be highly shined, haircuts will be within department regulations, and faded uniforms should be replaced as soon as possible as determined by the section supervisors.
- C. Freeway Officers:
1. Same as above.
  2. Respond to all crashes that occur on the interstate
  2. Aggressively enforce traffic laws, particularly those linked to "road rage"
  3. Enforce all laws pertaining to Commercial Motor Vehicles
  4. Officers will leave the Interstate only in the event of priority 1 calls, reasonable allowances for breaks, and fatal/serious injury crashes.





ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-6 Traffic Safety Unit**

- A. The Traffic Safety Unit works toward the goals of the section by:
1. Providing officers that will specialize in the investigation of hit and run crashes.
  2. Ensuring the safe passage of elementary school children to and from school.
  3. Provide for the efficient running of grants and grant programs.
  4. Provide accurate traffic analysis.
  5. Provide a system for the efficient removal of abandoned vehicles.
- B. Traffic Safety Unit Sergeant
1. Is responsible to the Traffic Section Lieutenant and coordinates daily duties and oversees activities within the following:
    - a. Hit and Run Detail
    - b. School Safety Detail
    - c. Abandoned Vehicle Program
    - d. Traffic Analysis
    - e. Special Events/Permits
  2. Duties, responsibilities and tasks:
    - a. Supervises personnel within the unit, both sworn and non-sworn.
    - b. Coordinates with the School Safety Officer with the hiring and scheduling of civilian crossing guards, including but not limited to background checks.
    - c. Coordinates crossing guard budget.
    - d. Acts as liaison with Traffic Engineering, Albuquerque Public Schools, and other governmental entities.
    - e. Reviews reports submitted by unit officers.
    - f. Ensures that an accurate log of the Unit's hit and run crashes is maintained.
    - g. Returns hit and run crashes to initiating officers when applicable.
    - h. Acts as liaison with other law enforcement agencies regarding hit and run investigations.
    - i. Completes Unit Monthly reports.
    - j. Coordinates Abandoned Vehicle Program
    - k. Attend special event planning meetings that include the coordination of department personnel
    - l. Coordinate with the City of Albuquerque Film Office and ensure that film permits are approved



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

C. Hit and Run Officer

1. Is responsible for conducting and coordinating follow-up investigations of hit and run crashes. Is responsible to the Traffic Safety Unit Sergeant.
2. Duties and responsibilities
  - a. Reviews reports of all hit and run crashes.
  - b. Maintains logs of workable hit and run offenders and files on the remainder.
  - c. Conducts follow-up investigations of applicable hit and run offenses.
  - d. Completes reports of investigative activities.
  - e. Will perform preliminary investigations on walk in complaints.
  - f. Issue citations, prepare summons and testify in court as required by duties.
  - g. Prepares correspondence relating to hit and run activities.
  - h. Obtains and serves warrants.

D. School Safety Officer

1. Is responsible for the training and supervision of school crossing guards.
2. Duties and Responsibilities:
  - a. Ensures that each assigned crossing is manned daily.
  - b. Trains all crossing guards.
  - c. Assists in preparation of School Crossing Guard payroll time sheets.
  - d. Conducts periodic traffic and student pedestrian surveys.
  - e. Acts as liaison with the Albuquerque Public Schools and Traffic Engineering.
  - f. Investigates complaints of hazardous or problem crossings.
  - g. Conducts periodic checks of school crossings.
  - h. Maintains files on each crossing guard at each school.
  - i. Conducts background checks of School Crossing Guard applicants.
  - j. Maintains inventory of and issues crossing guard items

E. School Crossing Guard

1. Adult civilian employed by the police department and classified as a temporary seasonal employee who is responsible to the School Safety Officer.
2. Duties and Responsibilities
  - a. Ensures safe expeditious crossing of elementary school age children to and from school.
  - b. Is punctual and reliable in attendance.
  - c. Tactful in dealing with children and motorists.
  - d. Adheres to the Albuquerque Police Department and School Safety Detail's Rules and Regulations.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

3. Position Qualifications

- a. Have a sense of responsibility for the safety of children.
- b. Good physical condition and average intelligence.
- c. Neat in appearance, dependable and of good character.
- d. Must pass background checks including, but not limited to:
  - Local and NCIC warrants
  - ACOPS
  - MVD Citation History
  - APS Security Pedophile File
  - APD Central Records Systems

4. Upon employment, guards will be fingerprinted and photographed at the APD Identification Unit.

5. Guards will receive their Identification cards through the Payroll Section.

F. Traffic Analyst

1. A civilian employee who is responsible to the Traffic Section Lieutenant for breakdown and reviewing, recording, and reporting crash information so that Selective Traffic Enforcement may be enhanced.
2. The review of location, time, and violation factors in vehicle collision should be based upon a numerically significant sample. It is also essential to analyze fluctuations caused by seasonal variations that result in increases in traffic volume and/or collision.
3. The Traffic Analyst will provide the Traffic Section Supervisors with an annual crash analysis report. This report will also be provided to City Traffic Engineering.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-7 Section Vehicles**

A. Vehicle Safety

1. Officers will wear issued helmet at all times when operating a police motorcycle.
2. All persons shall, except when specifically exempted, use the safety belt restraining system while operating or riding in any department vehicle.
3. Supervisors may grant specific exemption to this policy for situations in which they deem officer safety or efficiency is far improved by not wearing seat belts.

B. Police Motorcycles

In an effort to insure that maximum service and use is obtained the following policy will be adhered to when issuing police motorcycles.

1. Upon completion of motorcycle training, an officer will be assigned an older motorcycle.
2. If more than one person completes training at the same time department seniority will determine the order the motorcycles are to be issued.
3. Once issued a motorcycle, an officer will not swap or trade the bike Unless approved by the section lieutenant.
4. Upon leaving Traffic, a motor officer will turn his motorcycle into the Section lieutenant.
5. Older motorcycles will be issued until they reach the end of their service life (50,000 – 60,000 miles).
6. New Motorcycles will be issued only to replace a worn out or damaged beyond repair motorcycle.
7. Seniority will not be a criterion for receiving a new motorcycle, except as a tiebreaker.
8. The Traffic Lieutenant will serve as coordinator in seeing that these guidelines are followed. He/she will coordinate with Motor Transport personnel all requests for new or replacement vehicles. He will also maintain a file, including vehicle assignments and mileage.
9. Pool motorcycles will be kept at the Traffic Substation to be used as loaners while issued motors are being serviced.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

10. Motor Officers will be assigned take home police cars. Officers may utilize these cars in periods of inclement weather or when special circumstances require their use with supervisor approval.

C. Police Crash Investigation Vehicle

1. Specially equipped Crash Investigation (CI) vehicle will be maintained by the Unit and used for investigation of crashes.
2. The CI vehicle is designed for fatal and serious crash investigation. Only those individuals trained in its use shall use the equipment in the vehicle.
3. Vehicle Usage
  - a. The primary case agent on-call will be allowed to take the vehicle home at night. However, a set of keys will be available to the secondary officer and the sergeant on call. Another set of keys will be available at the Traffic Substation.
  - b. This vehicle should not be used as a transportation vehicle or a vehicle to be driven during inclement weather. The vehicle should only be driven to call-outs and to and from the call-out team's residences.
4. Equipment Usage

It will be the responsibility of the on-call supervisor to see that all equipment is accounted for and in good working order before the CI vehicle is turned over to the next team supervisor.



## 6-3-8 Training

Mandatory motorcycle training will be conducted monthly for all officers. Officers who fail to attend training will not be allowed to operate the motorcycles or receive any special pay associated with those vehicles. Sergeants may schedule any officers for remedial training upon observing deficiencies with the approval of the Section Lieutenant.

### A. Police Motorcycle Training

The motorcycle officer performs his mission with fundamentally different equipment than the patrol officer, and therefore requires specialized training. Since the motorcycle officer's mission is unique, it requires distinctive physical and dynamic characteristics including vehicle and usage patterns particular to this mission and demands consideration in the selection and training of motorcycle officers.

#### 1. Training

The attitude and degree of skill required of the police officer are strong factors in the efficient and safe operation of a police motorcycle. APD recognizes that a motorcycle used in law enforcement duty is not operated in the same manner as a recreational motorcycle. APD emphasizes a high degree of professionalism and requires an advanced training and monthly re-certification program for experienced motorcycle officers.

#### 2. Motorcycle Training Goals

The goals of the Motorcycle Training Program are:

- Achieve maximum performance from police motorcycle.
- Increase rider safety
- Achieve lower officer-involved crash rates.

#### 3. Initial Training

- a. New officers assigned to the Traffic Unit or any APD unit requiring its officers to ride a motorcycle will be required to attend a Motorcycle Safety Foundation, Motorcycle Rider Course. The officer must successfully complete the MSF School in order to receive a "Class W" motorcycle endorsement on their driver's license, which can be obtained at the Motor Vehicle Department. The officer will then be assigned to an APD Advanced Motorcycle Class for a minimum of eighty additional hours of Advanced Police Motorcycle Operation and Training.
- b. Upon successful completion of Advanced Motor Class, the officer will be assigned to a Motor Instructor for a minimum of two weeks to be evaluated on riding skills in normal traffic conditions.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

B. Motorcycle Training and Safety Board

1. The Training and Safety Board is composed of the Traffic Lieutenant and three certified motorcycle instructors. The committee answers directly to the Traffic Division Commander.
2. The mission of the Motorcycle Training and Safety Board is to achieve lower department motorcycle crash rates and greater satisfactory service from the department motorcycles through a safe and professional training program.
3. The duties and responsibilities of the Motorcycle Training and Safety Board include:
  - a. Evaluating Department operated motorcycle crashes for problems with equipment and training.
  - b. Evaluating equipment for safety purposes.
  - c. Present guidelines, procedures and policy on training and safety to the Division Commander.
  - d. Organize and evaluate motorcycle instructor manuals and train all APD motorcycle and specialized vehicle operators.
  - e. Training officers for their assignments in Traffic.
  - f. Address officer safety concerns
4. Traffic motorcycle training officer is responsible for:
  - a. Initial training of newly assigned officers to the Traffic Section.
  - b. Conducting re-certification courses for motorcycle officers and evaluating officers' skills and performance on a monthly basis.
  - c. Observing any training problems or deficiencies officers might have while assigned to the Traffic Section and develops solutions to these problems.
5. Training officer requirements:
  - a. Be certified by the State of New Mexico Law Enforcement Academy as a Motorcycle Operations Instructor.
  - b. Will forward training records to the Training Sergeant on all officers who complete such training.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-9 Bid, Cross Training & Transfer**

- A. Career development within the Traffic Division shall be accomplished by allowing officers to transfer internally to the various activities as vacancies occur.
  - 1. This will allow officers to seek additional training and experience by moving within the division.
  - 2. Members of School Safety, DWI, Seizure, Hit and Run as well as Traffic Safety Sergeant are considered to be full members of the section's squads. These officers will have first priority for openings as they occur.
  - 3. Other members of the Traffic Division then may be considered for transfer within the division as vacancies occur.
  - 4. New vacancies and those vacancies not filled through internal transfer will then be posted Bureau and/or Department wide in accordance with Department SOP.
- B. Officers will be assigned based on crash occurrence rates. The goal of this assignment shall be maximum coverage of crash calls for service and violations that cause them.
- C. Officers will normally be assigned to the same area each day with adjustments for manpower shortages and tactical plans made as necessary.
- D. Traffic squads shall bid together.





ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

## 6-3-10 Traffic Enforcement

It is the policy of the Special Services Bureau to provide Traffic Enforcement Units that will support field patrol units in traffic crash investigation and to reduce traffic crashes through traffic law enforcement. The Traffic Section will develop procedures to ensure effectiveness of this program.

### A. Sergeant

1. Will be responsible to the Traffic Lieutenant to deploy personnel to areas where traffic analysis reports show personnel can best be utilized.
2. Will review and analyze traffic crashes and traffic related calls for service reports covering the most recent three-year period and deploy traffic enforcement tact plans.
3. Will maintain a close working relationship with Traffic Analyst and assign personnel to areas in need of enforcement.
4. Will relay to City Traffic Engineering, any recommendations concerning the efficient use of traffic control devices, new or revised laws or ordinances, and engineering improvements.
5. Will attend local and regional transportation system management planning meetings.

### B. Officers

1. Will be responsible to use all the tools at their disposal to determine areas in need of traffic enforcement.
2. Will utilize a zero-tolerance policy when enforcing traffic laws in areas determined to be hot spots for crashes as designated by tactical and/or operation plans.
3. Will coordinate with Field Services and work together in enforcing traffic laws in an attempt to reduce crashes in their area.

### C. Enforcement Techniques

1. The supervisor will be responsible for assigning individual officers or groups of officers to specific locations or patrol duties.
2. Stationary Assignments
  - a. RADAR/LIDAR Zones
  - b. Selective Violation Enforcement (Red lights, failure to yield, seat belt, etc.).



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

3. Line Patrol

Assignments should be used for chronic problem areas.

4. Normal Patrol

Still responsible for traffic enforcement along with other duties.

D. Selective Traffic Enforcement

1. The ultimate goal of Selective Traffic Enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior.
2. Supervisors will initiate selective traffic enforcement activities based on data reflected in crash analysis reports. The supervisor will consider:
  - a. Collision Data
  - b. Enforcement Activity Records
  - c. Traffic Volume
  - d. Traffic Conditions
3. The supervisor will deploy officers and equipment to Selective Enforcement Activities and monitor and evaluate the activities for effectiveness.
4. At the conclusion of a planned patrol activity, the supervisor in charge will submit a report to the Traffic Division Commander using an inter-office correspondence form which will include:
  - a. The effectiveness of the patrol plan in terms of meeting objectives.
  - b. Problems that may have been encountered.
  - c. Man-hours expended.
  - d. Number of arrests made, either related or unrelated to the patrol plan (it should be clear as to which arrest was related to the plan).
  - e. Traffic citations and charges.
  - f. A copy of the completed activity may be sent to the appropriate Deputy Chief.
5. The termination of a planned directed activity will be the responsibility of the supervisor in charge. Termination may be caused by any of the following circumstances:
  - a. High priority given to a new problem.
  - b. The pattern or problem has ceased.
  - c. Results versus hours expended.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

6. Officers assigned to Selective Traffic Enforcement Activities may be required to use RADAR/LIDAR to meet the needs of the activity.
  - a. RADAR/LIDAR will be utilized in areas where speed violations are prevalent or as directed by supervisors.
  - b. Officers may be directed at supervisor's discretion to utilize LIDAR for measuring traffic volume and percentile speed studies.
  - c. Devices will not be utilized unless a proper function check has been completed and the unit is functioning correctly.
  - d. The precise method utilized to employ a RADAR or LIDAR unit will vary with the specific equipment. In general:
    - The RADAR unit must be properly installed (if vehicle mounted) by either the police yards or radar contractor. Fleet Supervisor must check any installation.
    - The effective range and gates of the particular unit must be thoroughly understood by the operator so visual observations can support unit readings.
    - Officers shall ensure that all court elements are documented per department radar training.
  
7. Officers assigned to Selective Traffic Enforcement Activities will report to the unit supervisor the results of the activity, to include:
  - a. Number of citations/arrests
  - b. Type of citations
  - c. Hours assigned
  - d. Any problems encountered
  - e. Any suggestions that may enhance present or future activities.
  
8. An evaluation of the selective traffic law enforcement program will be conducted annually to determine effectiveness. Copies of these evaluations will be provided to Traffic Supervisors.

E. Pedestrian/Bicyclist Traffic Enforcement

Special attention will be given to the reduction of pedestrian and bicycle crashes through the use of Traffic Analysis reports and citizen input to identify problem areas. Coordinated efforts and community resources should be utilized, along with other city departments to reduce or eliminate factors that contribute to or create a potential for crashes of this nature, including identifying the need for:

1. Traffic signals
2. Bicycle paths
3. Safety courses/classroom instruction



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

4. Traffic signs
5. Removal of physical/environmental hazards
6. Selective enforcement of related traffic violations

F. Off-Road Vehicle Enforcement

1. Off-road vehicle crashes will be handled the same as other motor vehicle crashes, and must be reported to police.
2. Off-road vehicles operated on the highways may be cited using a Uniform Traffic citation.
3. Off-road vehicles will be removed or towed from the highway following procedures in the Department Procedural Orders, Section 2-48, Towing and Wrecker Services, which govern towing of other vehicles.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-11 Commercial Motor Vehicle Enforcement**

A. The Freeway Unit will:

1. Consist of members of the Traffic Section assigned interstate enforcement.
2. Perform all duties of Traffic Officers to include crash investigation and enforcement.
3. Act as liaisons to the New Mexico Motor Transportation Division.
4. Develop tactical plans and activities that focus on those problems unique to Commercial vehicles.
5. Respond to complaints, reference construction activity, general transportation activity, and transportation of hazardous materials.
6. Assist in traffic crash investigations involving commercial vehicles.
7. Provide technical expertise and safety inspections of commercial vehicles.
8. Enforce commercial vehicle statutes related to size and weight restriction on vehicles.

B. Qualifications

1. Officers will be certified to enforce the 49 Code of Federal Regulations.
2. Will be properly qualified to weigh vehicles.
3. Will be certified in Hazardous Material Regulation enforcement.

C. Uniforms

1. Range Uniform
  - a. This uniform may be worn while working with weights and measures and while conducting inspections.
  - b. Patch(s) of vehicle inspection certification may be worn above the right hand pocket of this uniform. This will serve to ensure commercial carriers that the officer is properly trained and certified to conduct inspections.
  - c. Uniform will properly display department patches, badge of office, and name tag.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

2. Coveralls

Dark blue or black with patches and nametag may be worn while conducting inspections.

D. Vehicle Inspections:

1. Vehicles will be inspected only at locations that will provide safety for everyone involved.
2. Whenever a driver and/or vehicle are detained for inspection within the guidelines of 49 Code of Federal Regulations, a report will be complete.
3. All vehicles placed "Out of Service" shall be tagged and parked so as not to create a hazard.
4. Officers will not inspect the undercarriage of a motor vehicle without first taking reasonable precautions to prevent the vehicle from moving.
5. Only those officers certified as Weigh Masters will use scales.



## 6-3-12 Crash Investigation

A crash is an unplanned happening caused by the operation of a vehicle, resulting in property damage or bodily injury or death.

### A. Crash Classification

Crashes will be classified in accordance with the Manual on Classification of Motor Vehicle Traffic Crashes published by the National Safety Council, and the State of New Mexico Uniform Crash Report Instruction Manual published by the State Motor Vehicle Transportation Department.

### B. Follow-Up Investigations

1. In all crashes, the initial investigating officer shall be responsible for follow-up investigation. This is in lieu of the Traffic officers taking responsibility for the investigation.
2. In the event of a delayed fatal crash where the Traffic officers were not the investigating party, the initial investigating officer will be responsible for completing the fatal crash report. Traffic officers will assist Field Services officers in preparing fatal crashes in the above situation.
3. Traffic officers will be responsible for coordinating and/or assisting in follow-up investigations that require crash reconstruction.

### C. Property of Crash Victims

1. Officers must ensure that property belonging to crash victims is protected from theft.
2. The officer is responsible for inventorying items in the vehicle on the Tow-in report.
3. Cash and jewelry items should be tagged into Evidence for safekeeping in accordance with Department SOP, Procedural Orders, subsections 2-08-6, and Subsection 2-08-8
4. In case of fatal crashes, property that is on the victim becomes the responsibility of the medical investigator.

### D. Crashes Involving Police Vehicles

1. See Crashes Involving Police Vehicles, Section 1-17 of the Department General Orders manual.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

2. Traffic Officers will be dispatched to all police vehicle crashes and crashes that occur as a result of a police pursuit if Traffic Officers are on duty.
3. In the event Traffic Officers are not on duty, provisions of Department Standard Operating Procedures Manual, Supervisors Manual, Section 1-17-2B will be followed.
4. Officers will inform the involved officer's supervisor of the crash's facts and prepare a scale diagram if such diagram is requested.
5. If a Traffic unit is involved in a crash, he shall immediately notify Communications of the crash and comply with Department, Standard Operating Procedures Manual, Supervisors Manual, Section 1-17, Crashes Involving Police Vehicles.

E. Freeway Crashes

1. Motor officers will use extreme caution when responding to and investigating crashes on the interstate.
2. Whenever possible a second officer or a PSA will be dispatched to assist in blocking traffic and protecting the crash scene.
3. Officers will make every effort to clear the path of vehicle travel as soon as possible.

F. Crashes at School Crossings

Officers will notify the School Safety Detail or Traffic Safety Sergeant as soon as possible after being dispatched to a crash inside a school zone during school hours or when children are present.

G. Hit and Run Crashes

1. Initial primary officers are responsible for following up the crash until all leads have been exhausted and/or the case is cleared.
2. Crashes in which the offender lives outside Bernalillo County metropolitan area may transfer the case to the Hit and Run Detail.

H. Fatal and Serious Injury Crash Investigation

1. It is the responsibility of the Traffic Units to investigate all fatal, serious injury and injury crashes involving city vehicles.
2. It is also the responsibility of the Traffic Unit to investigate all fatal and serious injury traffic crashes that occur as a result of a police action.





ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

- a. A Multi-Agency Fatal Call-Out Team shall be used to investigate these type crashes.
  - b. In this section, the term “police action” means an official activity such as: vehicle pursuits, directing traffic, sobriety checkpoints, traffic stops, felony stops, and escorting motorcades for parades.
3. General:
- a. During normal duty hours, traffic officers will be dispatched to investigate crashes.
  - b. During non-duty hours, the Traffic Section On-Call Fatal Team will be called out to take over the investigation.
  - c. It shall be the responsibility of the on-duty Field Services Bureau supervisor to have Communications contact the on-call traffic supervisor and officers so that they may respond to the crash.
  - d. The primary investigating officer will complete and turn in the initial crash report, send Teletype through Communications and complete the Electronic Significant Event Form.
  - e. The Sergeant will also attach a fatal crash tracking cover sheet to the case. The Sergeant will give the officer a completion date. The Sergeant will make a copy of the Tracking Sheet and monitor the progress of the case to assure that it is completed in a timely manner.
  - f. Upon arrival at the scene of fatal and serious injury crashes, Traffic Unit personnel will assume responsibility of the scene and the investigation.
  - g. On-duty Field Services Officers may be assigned to assist with various stages of the investigation.
  - h. Officers have 10 working days to complete the fatal report for in custody fatalities and 15 working days for all other fatalities.
  - i. If Officers will be unable to meet the deadline, they will notify their immediate supervisor and the Traffic Lieutenant prior to the completion due date. Officer will provide a valid reason for the delay (i.e. unavailable OMI report or Toxicology report).
4. The following steps will be done in addition to the normal traffic crash investigation at a fatal crash or serious injury scene:
- a. A CSS will be called to photograph the scene and process physical evidence as necessary.
  - b. The CSS will process and collect all evidence at the scene.
  - c. The CSS will collect personal property to return to owner or tag in as safe keeping if the items cannot be placed in a vehicle prior to towing.
  - d. Arrangements will be made to provide notification of next of kin.
  - e. The on-duty area supervisor will be notified.
  - f. In the event of a fatality, the medical examiner will be notified, will make determination of death, and will authorize removal of the body. The body of the deceased will not be searched at the scene unless authorized by the medical examiner and then witnessed by one other responsible party.





ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

- Traffic Safety Bureau
7. Distribute new or updated crash investigative information to Traffic personnel (i.e. formulas, computer info, printer/plotter into, equipment manuals, etc.).



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

**6-3-13 Special Events Detail/Escorts**

Traffic Section personnel will be called upon to perform special functions. Proper planning for these functions is critical. The following procedures will apply in planning and carrying out these functions.

A. Dignitary Protection

A plan will be in the form of a Tactical Operation Plan at the discretion of the Traffic Commander and will include the following:

1. Situation

A brief description of the dignitary and the date of their arrival.

2. Policy

A description of the Albuquerque Police Department's commitment.

3. Command

Commander, supervisor(s), officers, and their responsibilities will be identified in this section.

4. Communications

- a. Radio frequency to be used
- b. Provisions for operator

5. Logistics

- a. Equipment to be carried by each officer.
- b. Manpower requirements.
- c. Designated ambulance service.
- d. Designated wrecker service if applicable.

6. Tactics and Deployment

- a. Designation of post assignments.
- b. Location of command post.
- c. Manning of command post and hours of operation.

7. Personnel Assignments

Personnel assignment will be made on appendix attachments to the plan for each location or motorcade route.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

B. Dignitary Escorts

As for dignitary protection with the addition of:

1. Detailed explanation of routes to be used by motorcade.
2. Number and types of vehicles to be used.
3. Escort routes will be traveled by a supervisor and alternate routes designated.
4. Medical Services
  - a. Primary hospital to be used.
  - b. Arrangements for fire department, paramedic unit or private ambulance.

C. Special Events

1. It is the policy of this Bureau to ensure those special events, such as; parades, sporting events, etc. have advanced planning to ensure public safety.
2. A Tactical Operation Plan will be prepared detailing the operational strategies on each event. The order will include:
  - a. Situation
    - A detailed explanation of the event, to include dates of occurrences.
    - Any special problems anticipated, including large crowds, traffic, etc.
  - b. Mission - Detailing the objectives of the department.
  - c. Command- Designation of commanders and supervisors and their responsibilities.
  - d. Logistics
  - e. Equipment to be carried by each officer
  - f. Staffing requirements
  - g. Designated ambulance service
  - h. Designated wrecker service if applicable
  - i. Tactics and Deployment
    - Designation of post assignments
    - Location of command post
    - Manning of command post and hours of operation
  - j. Personnel Assignments – Personnel assignments will be made on annex attachments to the plan.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

D. Non-Dignitary Escorts:

1. Officers will provide escorts when required to do so to permit traffic to flow in a safe, efficient manner. Escorts will be provided at the discretion of a Traffic Commander and will be to provide safe movement for:
  - a. Hazardous or unusual cargo
  - b. Oversized vehicles
  - c. Emergency vehicles
    1. Funerals The first criterion shall be that the decedent must have died an honorable death. Suicides are not considered to be an honorable death. Deaths suffered during the commission of a criminal act by or in collusion with the decedent are not considered an honorable death. This does not include minor violations of the motor vehicle code.
    2. If the first criterion is met, the Traffic Unit may conduct a motorcycle motorcade escort of a funeral procession if one or more of the following criteria apply to the decedent:
      - The decedent was killed in action (KIA) while on active duty with any of the armed forces of the United States (USA/USN/USMC/USAF/USCG).
      - The decedent was, at the time of their death, actively employed in any capacity by the Albuquerque Department, including volunteers.
      - The decedent was, at the time of their death, actively employed (full time/salaried) as a law enforcement officer or fire fighter with any local, state or federal agency.
      - The decedent, prior to their death, had retired with full pension from the Albuquerque Police Department or from active duty as a law enforcement officer or fire fighter with any local, state or federal agency.
      - The decedent, at the time of their death, had one of the following relationships with a person actively employed by the Albuquerque Police Department:
        - Son/Daughter
        - Brother/Sister
        - Husband/Wife/Domestic Partner
        - Mother/Father
        - Primary parental figure. The inclusion of this relationship is intended to include persons who have served solely in the role as a person's mother or father, even though they may not have that biological relationship. A close bond with a person is not sufficient to fulfill this requirement.
      - The decedent is, in the opinion of the Chief of Police, a person worthy of great respect and public recognition as a result of exemplary public service or other noteworthy accomplishment.



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

E. Parade

1. Objective

Conduct escorts for parades in an organized and safe manner.

2. Organization

- a. Supervisor in charge
- b. Lead motorcycle(s)/car(s)
- c. Tail motorcycle(s)/car(s)
- d. Trouble shooter(s)
- e. Traffic unit(s)
- f. Out riders

3. Functions

- a. Supervisor in charge
  - i. Determines routes
  - ii. Number of units needed
  - iii. Speed of function
  - iv. Makes assignments
- b. Lead motorcycle(s)/car(s)
  - i. Rides as the first part of the body of the function
  - ii. Sets the pace (speed) of the function
  - iii. Can be used together or one can be used without the other
  - iv. This will be determined by the supervisor in charge and available personnel
- c. Tail motorcycle(s)/car(s)
  - i. Rides as the last part of the function
  - ii. Protect the entire parade/escort from other traffic traveling in the same direction
  - iii. Can be used together or one can be used without the other; however, cars are more suitable for this function
- d. Trouble shooter(s)
  - i. Unit, normally a motorcycle officer, used to identify and remedy problem area(s) along the function and its route
  - ii. Motorcycles are best suited for this function because of its mobility
  - iii. Should be used to relieve lead motorcycles during long, slow functions to prevent motorcycle and rider fatigue



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

e. Traffic unit(s)

Unit, normally motorcycle officers, used to control traffic at major intersections to allow passage of a parade or escort. Ride in a maximum of pairs.

4. Positions

- a. Out riders are ahead of lead vehicles one to two blocks.
- b. Lead motorcycle(s) in front of lead car(s). In the absence of lead car(s), first vehicles(s) of the body of the function
- c. Lead car(s) first vehicle(s) of body of function
- d. Traffic unit(s) behind lead motorcycle(s) and ahead of rear car or body of function in absence of lead car. Remain in this position until needed as out riders or traffic control.
- e. Tail car(s) behind traffic units leaving sufficient distance for safe movement of traffic units
- f. Tail motorcycle(s) behind traffic units (Used only when cars are not available).
- g. Trouble shooter(s) have no specific position

5. Movement

- a. The formation should be limited to motorcycle officers assigned as traffic units (including out riders) and trouble shooter(s)
- b. When out riders move ahead to a major intersection, the first pair of traffic units will move out to the left and move to the front and take positions as out riders until the next major intersection approaches.
- c. Once the function passes through an intersection, the tail cars will relieve the outriders and they will proceed to the rear of the formation of traffic units
- d. Passing will be done on the left, primarily to prevent confusion
- e. When making movements, mirror checks and head checks will be made prior to moving

6. Intersection Control

- a. Major Intersections
  - Once approaching a major intersection, traffic units will safely enter the intersection and stop all traffic
  - The traffic units will then clear the lanes of traffic where the function is approaching
  - This should be completed prior to the arrival of the out riders
  - A minimum of two traffic units will be used at all major intersections
  - The size and design of the intersection will dictate the need and location of additional traffic units





ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU ORDERS

SOP 6-3

Effective: 08/25/16 Review Due: 08/25/17 Replaces: 07/31/13

- b. Minor Intersections
  - Will be handled primarily by out riders
  - This includes private drives and parking lots

7. Speed

- a. Should be maintained by the lead car(s), which will help to keep the smooth conduct of the function and reduce the accordion effect.
- b. Will be determined by the supervisor in charge and maintained by the lead car(s).
- c. All units involved will monitor their speed and position to insure a professional formation.

8. Emergency Equipment

- a. Red lights should be used at all times
- b. Siren use will be limited to out riders, lead car(s) and/or motorcycle(s) only
- c. Sirens will not be used by any other unit except when changing positions, i.e. traffic unit to out rider
- d. A traffic unit may use siren when leaving an intersection and returning to the rear of the traffic unit formation. Once returned to the rear of the formation, the siren will be turned off.